

Marin County Community Development Agency

Alex Hinds, Director

SINGLE HOLDING FORM APPLICATION

PURPOSE: The purpose of this application is to provide information to the Marin County Planning Department which will lead to a determination of whether or not the parcel was **legally created** in conformance with State and County Regulations. This determination does not in any way **ATTEST** to the suitability of the site for construction. Other standards such as road requirements, drainage, utilities, etc. apply to proposals for construction.

APPLICATION PROCEDURE: This form contains three sections. Applicant should fill out **SECTION A**, then take or mail the form to any Marin County Title Company. The title company will fill out **SECTION B** and place their stamp or seal on the form. Forms not bearing such a stamp or seal will not be accepted. Applicant should then submit the form to the Planning Department with required fees and a copy of any pertinent deeds, and staff will analyze the parcel and fill out **SECTION C**. Within two (2) to four (4) weeks, the completed form will be mailed to the applicant.

SECTION A

TO BE FILLED OUT BY APPLICANT *(Please type or print legibly)*

Assessor's Parcel Number: _____

Applicant Name: _____

Owner: _____

Applicant Mailing Address: _____

Owner Mailing Address: _____

Applicant Phone Number: _____

Owner Phone Number: _____

SECTION B

TO BE FILLED OUT BY TITLE COMPANY

Title Company: _____ Stamp or Seal

Address: _____

Company Phone Number: _____

Date: _____

Name of Title Officer (print)

Signature of Title Officer

SECTION B (continued)

Information to assist Title Officers in addressing Single Holding Form Questions

Because the following information is provided in County records, Single Holding forms will not be necessary on:

1. Lots created on historic subdivision maps (subdivisions recorded prior to September 2, 1938);
2. Parcels created as a result of combinations of lots shown on historic subdivision maps;
3. Parcels created on recorded subdivision maps approved by the County subsequent to September 2, 1938, unless any parcel dimensions subsequently changed through conveyance of a portion of the parcel, in which case a single holding form might be necessary to determine the legality of the parcel;
4. Parcels created by record of survey/parcel maps following County approval of a land division subsequent to October 27, 1964.
5. Lot line adjustments approved by the County subsequent to May 27, 1975.

Parcels created by 1 through 5 above are generally considered to be legally created parcels.

Parcels which need to be analyzed therefore are those which are not shown on any subdivision map or parcel map, i.e., parcels which were created through conveyance. Such parcels were generally created and conveyed by deed, or in some cases, by record of survey or plot map.

In order for the County to determine whether a parcel was created in compliance with zoning and subdivision laws in effect at the time of its creation, the date of creation must be ascertained. The purpose of the Single Holding form therefore is to seek out that date and the mechanism of creation. If a determination is subsequently made by the Planning Department that the parcel was conveyed/created in accordance with zoning and subdivision regulations, then the parcel is deemed to be a legal lot. If not, owner may seek legalization of his lot through the Certificate of Compliance procedure.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

1. A examination of the official records discloses that the above parcel was originally created in its **present size and shape** on (date) _____, by:

- a. Record of Survey Map or Plat Map (unless
parcel was created by 4 or 5 above) ☐
- b. Deed ☐
- c. By action of County Assessor ☐
- d. Other: (Specify) ☐

SECTION B (continued)

If a or b above, please fill out the following:

Name Grantor: _____

Name Grantee: _____

Record of Survey: _____

Deed Reference: _____

Parent Parcel Number: _____

Recordation Data: _____

If needed, use the following spaces for explanations or comments you may need to include:

2. If the parcel does not have frontage on a street, either public or private, does it have legal access by easement. If by easement, please give recordation data:

SECTION C

TO BE FILLED OUT BY PLANNING DEPARTMENT

Current Zoning: _____ Ordinance No. _____ Area Required _____

Zoning on Date of Creation: _____ Ordinance No. _____ Area Required _____

Subject Parcel: _____ Area _____

Access: Does the parcel have legal access? Yes ☐ No ☐

Analysis:

Site Status:

Original to File

By: _____

Copy to Applicant

Title: _____

Date: _____

NOTE: Whether a property is determined to be created legally or illegally pursuant to State Subdivision Map Act and County zoning regulations, a property may be subject to merger if it is contiguous to property under the same ownership and meets applicable criteria for merger. Multiple properties may be consolidated into one building site through the merger process pursuant to Section 66451.10 et. seq. of the State Subdivision Map Act and Chapter 20.12 of Marin County Code.